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Steve Radack, Commissioner
Harris County Precinct 3

June 2, 2009

Members of Commissioners Court
Administration Building
Harris County, Texas

Members of the Court:

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Precinct Three requests approval of the attached Agreement with:

Contractor Name: Employment & Training Center, Inc.
3355 W. Alabama, Suite 360
Houston, Texas 77098
Roberto Gonzalez, Vice President

Contract Name: Summer Jobs Worksite Agreement

Contract Purpose: The agreement will provide jobs for youth through the HGAC Stimulus Grant. The youth will be receiving reimbursement by the contractors and there is no cost to the county.

Time Period for Contract: June 9, 2009-September 30, 2009.

Sincerely,

Steve Radack
County Commissioner
Precinct Three

Presented to Commissioner's Court

JUN 09 2009

APPROVE G/L
Recorded Vol. _____ Page _____

06-03-09 16:17 RCVD

HARRIS COUNTY
MANAGEMENT SERVICES

09 JUN 9 - 4 AM 9:24

US - of HR & Admin & Org. Unit
Comm. P3 - of HR & Admin & Org. Unit
Aud. Comm.
PA - of HR & Admin & Org. Unit
Pm - of HR & Admin & Org. Unit



HARRIS COUNTY, TEXAS

Office of Budget Management

1310 Prairie, Suite 530 Houston, Texas 77002 (713) 755-3301

Grants Coordination Section - Conveyance Form

Application

☐

Award

☒

Department Name / Number

DUNs

Grant Title

H/C COMMISSIONER PCT. 3 - 103	072206378	Summer Jobs for Youth - '09
Funding Source: U.S. Department of Labor: CFDA# 17.258, .259, .260, .263		Grant Agency: Houston-Galveston Area Council
Program Year: 1 st		Program Ending:
Grant Begin Date: 06/09/2009		Grant End Date: 09/30/2009
Grant Org. Key:		If applicable, Prior Year Org. Key: N/A

Grant Description:

This grant is funded by the U.S. Department of Labor via the Texas Workforce Commission and the Houston-Galveston Area Council (H-GAC) and is part of the American Recovery and Reinvestment Act of 2009. The objective of the Workforce Investment Act Youth Activities program is to help low income youth, between the ages of 14 and 21, acquire the educational and occupational skills, training, and support needed to achieve academic and employment success and successfully transition to careers and productive adulthood.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$ 0.00	\$ 0.00	\$ 0.00
Non - Labor	\$ 41,760.00	\$ 41,760.00	\$ 0.00
Sub Tot. Incremental Cost	\$ 41,760.00	\$ 41,760.00	\$ 0.00
Indirect Cost	\$ 0.00	\$ 0.00	\$ 0.00 *
TOTALS	\$ 41,760.00	\$ 41,760.00	\$ 0.00

* under development

Full Time Equivalent Positions

0.00

Date Grant Guidelines are Available

% of Positions Paid by Grant

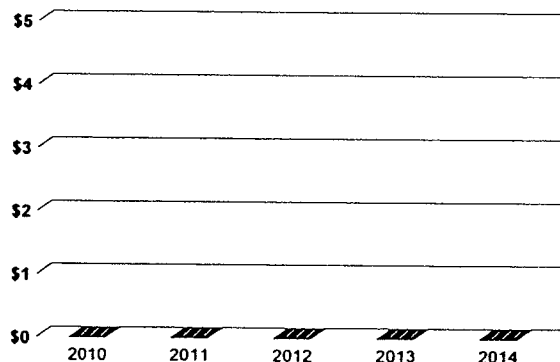
0.00%

Grant Submittal Deadline Date

GCS Discussion:

Commissioner Precinct Three, through a partnership with H-GAC and Employment & Training Center, Inc (ETC), will serve as a Worksite for the H-GAC Summer Jobs Program. Approximately 15 youth will be eligible for summer employment, and will perform various activities as determined appropriate by the Precinct, which will supervise the workers' performance and issue individual evaluation reports. ETC will serve as Employers of Record and will provide worker's compensation coverage for all workers. Because the youth will be paid via the grant, the benefit received by the County will be the non-cash value of the labor performed. The estimates on this form assume a full capacity of 15 youth, each employed for 32 hours a week for 12 weeks, at \$7.25 per hour.

County Funded Cost Projection



Required Match per Grant



Discretionary Cash Match

Completed by :

Cadow, Eric

Reviewed by :

Date :

6/3/09

Date :

6/3/09

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

On this, the _____ day of JUN 09 2009, 2009, the
Commissioners' Court of Harris County, Texas, sitting as the Governing body of Harris
County, at a regular meeting of the Court, upon motion of Commissioner
Samuel, seconded by Commissioner Lee, duly put
and unanimously carried;

IT IS ORDERED that County Judge Ed Emmett or his designee be
hereby authorized to approve, and on behalf of Harris County, Texas, permission to
accept, an agreement with Employment & Training Centers, Inc., which will provide
a worksite for youth participating in the Summer Jobs Program.

The agreement period is June 9, 2009 to September 30, 2009.

Vote of the Court:	Yes	No	Abstain
Judge Emmett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presented to Commissioner's Court

JUN 09 2009

APPROVE _____

Recorded Vol _____ Page _____



Summer Jobs Worksite Agreement

Worksite: Harris County Pct 3 Contact: Gail Abbott Tel #: 281 463 6300
Address: 16635 Clay Rd E-Mail: gail_abbott@hctx.net

This Agreement is entered by and between **Employment & Training Centers, Inc.**, hereinafter referred to as the "Contractor," and Harris County Precinct Three, hereinafter referred to as the "Worksite."

This Agreement establishes the terms and conditions for the Contractor and the Worksite as follows:

1. This Agreement is effective June 9, 2009 and will terminate no later than September 30, 2009. This Agreement may be terminated by either party, at anytime, upon written notice to the other party with ten business days notice. No alteration or variation of the terms of this Agreement shall be valid and/or binding unless made in writing and signed by both the parties hereto.
2. The Worksite understands that the purpose of this Agreement is to provide eligible young workers, **ages 18-24**, with a summer job. Worksite may offer employment to those young workers who meet the job qualifications in locations that have job openings.
3. Contractor is responsible for worker's compensation insurance coverage for young workers approved to work at Worksite, subject to the limitations contained herein. All minors must have parental or guardian consent on file with Contractor to authorize emergency medical treatment. **Uniform information in the job description.**
4. Contractor will provide Worksite with payroll and attendance reporting requirements for young workers, and Worksite agrees to follow Contractor's said requirements. **Drug test and background check on all workers.**
5. Work experience assignments shall be for a set number of hours per week, payable at the rate of no less than \$7.25 per hour. 27 - 32 hours per week.
6. Worksite further agrees to: (1) comply with Labor Laws and/or Child Labor Laws and federal and state equal employment opportunity laws; (2) ensure necessary emergency medical care is given to young workers in the event of an occupational injury or illness; (3) provide adequate supervision and instruction; (4) ensure safe and healthful working conditions; (5) provide young workers with a written job description; (6) provide an evaluation or progress report on each young worker as requested.
7. Worksite understands and agrees that the Contractor and the Houston-Galveston Area Council will conduct on-site visits to evaluate general compliance with above requirements.
8. Worksite must ensure that no young workers replace regular employees. This means that any company participating in Summer Jobs Project will not (directly or indirectly) cause the displacement of any company's regular employees.
9. Worksite is a political subdivision of the state of Texas and has sovereign immunity except to the extent that the legislature has waived immunity. Worksite represents that it is liable for certain damages in an amount not greater than that specified in the Texas Tort Claims Act (Tex. Civ. Prac. & Rem. Code Ann. §§ 101.001 et seq., as amended, or certain acts of its officers and employees, and that it is self-insured for the maximum amount of its liability under the Texas Tort Claims Act.

In Witness Whereof, this agreement has been executed by and on behalf of the parties described herein.

Worksite
Signature: Ed Emmett
Harris County

Contractor
Signature: _____
Employment & Training Centers, Inc.

Printed Name and Title: County Judge Ed Emmett

Printed Name and Title: Roberto González, Vice President

Date Signed: JUN 09 2009

Date Signed: _____

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Division/Dept. Commissioner Precinct 3

Address: 16635 Clay Road, Houston, TX 77084

Contact Name: Gail Abbott Phone: 281-463-6300

Wage: 7.25 Start Date: 6/9 End Date: 9/31/09 Orientation Place/Date/Time: to be determined

Worksite Location Profile

Location Name: Harris County Precinct 3 - Westside Service Center

Physical Address: 16635 Clay Road, Houston, TX 77084

Worksite Contact: Mike McMahan

Position Seasonal/Temporary - Fleet Services

Supervisor Name: Samuel Weathers Ph: 281-463-6300 Cell: 281-635-7657

of Youth 1 Age: 18-24 Check those that apply: Indoor Outdoor XX PC's Web Access

Days/Hours: Monday-Thursday Authorized # of Hours Weekly: 7:30 A.M.-4:00 P.M. - 32 hrs/week

Uniform: YXX N If Yes, describe uniform required: work boots, jeans and shirt

Supplies: YXX N If Yes, describe supplies required may want to bring a lunch

Job Summary: Perform repairs and maintenance on County vehicles and equipment, gas and diesel, tractors, mowers, compressors, small engines, etc. Must be able to follow oral and written instructions.

Position : Seasonal/Temporary - Warehouse

Supervisor Name: Craig Schultz Ph: 281-463-6300 Cell:

of Youth 1 Age: 18/24 Check those that apply: Indoor XX Outdoor: XX PC's Web Access

Days/Hours: Monday-Thu Authorized # of Hours Weekly: 7:30 A.M.-4:00 P.M. - 32 hours/week

Uniform: YXX N If Yes, describe uniform required: work boots, jeans and shirt

Supplies: YXX N If Yes, describe supplies required may want to bring a lunch

Job Summary: Wait on customers, help to load and unload trucks. Put incoming supplies on warehouse shelf. Must be able to follow oral instructions.

Position : Seasonal/Temporary - Fleet Services - Small Engine

Supervisor Name: Samuel Weathers Ph: 281-463-6300 Cell: 281-635-7657

of Youth 1 Age: 18-24 Check those that apply: Indoor XX Outdoor: XX PC's Web Access

Days/Hours: Mon-Thurs. Authorized # of Hours Weekly: 7:30 A.M.-4:00 P.M. - 32 hours/week

Uniform: YXX N If Yes, describe uniform required: work boots, jeans and shirt

Supplies: YXX N If Yes, describe supplies required may want to bring a lunch

Job Summary: To assist in helping to maintain and fix compressors and small engines. Must be able to follow oral and written instructions.



Employment & Training Centers, Inc.

*We succeed when **you** do!*

Basic Information

Position Title: Seasonal/Temporary – Fleet Services **Program:** Youth summer jobs
Reports To: Samuel Weathers **Location:** Westside Service Center
Duration: ☐ Regular ☒ Seasonal/Temporary **FLSA Status:** ☐ Exempt ☒ Non-Exempt

Qualifications

- Perform various manual tasks necessary in maintenance, other related work and additional duties as assigned by supervisor.
- Communication skills in English sufficient to read signs, work requests, key maps and other materials, and report action taken.
- Must be able to lift 50 pounds.

Responsibilities

- Perform repairs and maintenance on County vehicles and equipment, gas and diesel, tractors, mowers, compressors, small engines, etc.
- Resolve questions and problems professionally.
- Maintain a courteous and helpful behavior at all times.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Wear jeans, khaki colored short sleeve shirt and work boots.
- Must have a desire to learn.
- Must be able to understand and follow, written and oral instructions.



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Basic Information

Position Title: Seasonal/Temporary – Warehouse **Program:** Youth summer jobs
Reports To: Craig Schultz **Location:** Westside Service Center
Duration: ☐ Regular ☒ Seasonal/Temporary **FLSA Status:** ☐ Exempt ☒ Non-Exempt

Qualifications

- Perform various manual tasks necessary to warehouse operation.
- Communication skills in English sufficient to read bills of lading and delivery tickets.
- Must be able to lift 50 pounds.

Responsibilities

- Help verify incoming and outgoing shipments.
- Handling and disposition of materials.
- Keep warehouse inventory current.
- Keep warehouse clean.
- Helps with salvage of damaged or used material.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Wear jeans, khaki colored short sleeve shirt and work boots.
- Must have a desire to learn.
- Must be able to understand and follow written and oral instructions.



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Basic Information

Position Title: Seasonal/Temporary Fleet Services – Small engine
Program: Youth summer jobs
Reports To: Samuel Weathers
Location: Westside Service Center
Duration: ☐ Regular ☒ Seasonal/Temporary
FLSA Status: ☐ Exempt ☒ Non-Exempt

Qualifications

- Perform various manual tasks necessary in maintenance, other related work and additional duties as assigned by supervisor.
- Communication skills in English sufficient to read work requests and other materials and report action taken.
- Must be able to lift 50 pounds.

Responsibilities

- Help perform repairs and maintenance on small County equipment, compressors, small engines, etc.
- Resolve questions and problems professionally.
- Maintain a courteous and helpful behavior at all times.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Wear jeans, khaki colored short sleeve shirt and work boots.
- Must have a desire to learn.
- Must be able to understand and follow, written and oral instructions.

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Division/Dept. Commissioner Precinct 3
Address: 16635 Clay Road, Houston, TX 77084
Contact Name: Gail Abbott Phone: 281-463-6300
Wage: 7.25 Start Date: 6/9 End Date: 9/13/09 Orientation Place/Date/Time: to be determined

Worksite Location Profile

Location Name: Harris County Precinct 3 - Westside Welding Shop
Physical Address: 16635 Clay Road, Houston, TX 77084
Worksite Contact: David Schmidt
Position Seasonal/Temporary - Laborer
Supervisor Name: David Schmidt Ph: 281-463-6300 Cell: 281-543-9035
of Youth 1 Age: 18-20 Check those that apply: Indoor Outdoor XX PC's Web Access
Days/Hours: Wednesday-Friday Authorized # of Hours Weekly: 5:30 A.M.-3:00P.M. 27 hrs/week
Uniform: Y XX N If Yes, describe uniform required: work boots, jeans and shirt
Supplies: Y XX N If Yes, describe supplies required may want to bring a lunch
Job Summary: Assist welders in load and unloading of various welding materials.
To help weld on and/or equipment and/or fabricate on any given day that may be
required for the operations of Precinct 3. Must be able to follow oral and written
instructions.

Position :
Supervisor Name: Ph: Cell:
of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access
Days/Hours: Authorized # of Hours Weekly:
Uniform: Y N If Yes, describe uniform required:
Supplies: Y N If Yes, describe supplies required
Job Summary:

Position :
Supervisor Name: Ph: Cell:
of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access
Days/Hours: Authorized # of Hours Weekly:
Uniform: Y N If Yes, describe uniform required:
Supplies: Y N If Yes, describe supplies required
Job Summary:



Employment & Training Centers, Inc.

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Basic Information

Position Title: Seasonal/Temporary – Welding Shop **Program:** Youth summer jobs
Reports To: David Schmidt **Location:** Westside Service Center
Duration: ☐ Regular ☒ Seasonal/Temporary **FLSA Status:** ☐ Exempt ☒ Non-Exempt

Qualifications

- To weld on and/or equipment and/or fabricate on any given day that may be required for the operations of Precinct 3.
- To assist with all aspects of the Building Maintenance Department when, but not limited to being requested by supervisor.
- Must be able to lift 75 pounds.

Responsibilities

- Check all equipment that is needed to do the job and ensure it is in good working condition.
- Check all safety equipment.
- Notify supervisor when task completed so can be assigned another task.
- Perform task given as efficiently as possible.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Wear jeans, khaki colored short sleeve shirt and work boots.
- Must have a desire to learn.
- Must be able to follow oral and written instructions.

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Division/Dept. Commissioner Precinct 3
Address: 16635 Clay Road, Houston, TX 77084
Contact Name: Gail Abbott Phone: 281-463-6300
Wage: 7.25 Start Date: 6/9 End Date: 9/13/09 Orientation Place/Date/Time: to be determined

Worksite Location Profile

Location Name: Harris County Precinct 3 - Westside Service Center
Physical Address: 16635 Clay Road, Houston, TX 77084
Worksite Contact: Barbara Flora
Position Seasonal/Temporary - Clerical
Supervisor Name: Barbara Flora Ph: 281-463-6300 Cell: N/A
of Youth 1 Age: 18/24 Check those that apply: Indoor xx Outdoor PC's Web Access
Days/Hours: Wednesday-Friday Authorized # of Hours Weekly: 8:00 A.M.-5:00 P.M. 24 hrs/week
Uniform: Y xx N If Yes, describe uniform required: Slacks, white blouse; dress policy to be discussed.
Supplies: Y xx N If Yes, describe supplies required May want to bring a lunch
Job Summary: Assist with filing, data entry and telephones. Clerical duties to be assigned as needed. Must be able to follow oral and written directions.

Position : _____
Supervisor Name: _____ Ph: _____ Cell: _____
of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access
Days/Hours: _____ Authorized # of Hours Weekly: _____
Uniform: Y N If Yes, describe uniform required: _____
Supplies: Y N If Yes, describe supplies required _____
Job Summary: _____

Position : _____
Supervisor Name: _____ Ph: _____ Cell: _____
of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access
Days/Hours: _____ Authorized # of Hours Weekly: _____
Uniform: Y N If Yes, describe uniform required: _____
Supplies: Y N If Yes, describe supplies required _____
Job Summary: _____



Employment & Training Centers, Inc.

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Basic Information

Position Title: Seasonal/Temporary – Clerical **Program:** Youth summer jobs
Reports To: Barbara Flora **Location:** Westside Service Center
Duration: ☐ Regular ☒ Seasonal/Temporary **FLSA Status:** ☐ Exempt ☒ Non-Exempt

Qualifications

- Must be able to type.
- Must be able to interact with public.
- Must be able to follow written and oral instructions
- General office skills.

Responsibilities

- Filing
- Data Entry
- Telephone answering
- Clerical duties to be assigned as needed.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Slacks, white blouse; dress policy to be discussed.
- Must have a desire to learn.
-

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Division/Dept. Commissioner Precinct 3

Address: 16635 Clay Road, Houston, TX 77084

Contact Name: Gail Abbott Phone: 281-463-6300

Wage: 7.25 Start Date: 6/9 End Date: 9/31/09 Orientation Place/Date/Time: to be determined

Worksite Location Profile

Location Name: Harris County Precinct 3 - Survey - Cypress Service Center

Physical Address: 15330 Huffmeister Road, Cypress, TX 77429

Worksite Contact: Darrell Toombs

Position Seasonal/Temporary - Survey Crew

Supervisor Name: Darrell Toombs Ph: 281-463-6300 Cell: 936-524-7392

of Youth 1 Age: 18-20 Check those that apply: Indoor Outdoor XX PC's Web Access

Days/Hours: Monday-Wednesday Authorized # of Hours Weekly: 6:30 A.M.-4:00 P.M. - 27 hrs/week

Uniform: YXX N If Yes, describe uniform required: work boots, jeans and shirt

Supplies: YXX N If Yes, describe supplies required may want to bring a lunch

Job Summary: To assist survey crew in laying out trail and measurements of land.

Must be willing to learn and follow verbal and written instructions.

Position :

Supervisor Name: Ph: Cell:

of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access

Days/Hours: Authorized # of Hours Weekly:

Uniform: Y N If Yes, describe uniform required:

Supplies: Y N If Yes, describe supplies required

Job Summary:

Position :

Supervisor Name: Ph: Cell:

of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access

Days/Hours: Authorized # of Hours Weekly:

Uniform: Y N If Yes, describe uniform required:

Supplies: Y N If Yes, describe supplies required

Job Summary:



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Basic Information

Position Title:	<u>Seasonal/Temporary – Survey Crew</u>	Program:	<u>Youth summer jobs</u>
Reports To:	<u>Darrell Toombs</u>	Location:	<u>Westside Service Center</u>
Duration:	<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Seasonal/Temporary	FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

Qualifications

- Must have the physical strength and stamina to hold a measuring chain tight and steady, chop brush and trees, and hold rods for long periods of time.
- Must be able to lift 50 pounds.

Responsibilities

- Responsible for setting all types of targets for survey equipment and holding all types of rods and range poles.
- Responsible for measuring distances.
- Responsible for setting survey markers.
- Responsible for maintaining a professional and courteous rapport with the general public and peers.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Wear jeans, khaki colored short sleeve shirt and work boots.
- Must have a desire to learn.
- Must be able to follow oral and written instructions.

Worksite Provider Harris County **Division/Dept.** Commissioner Precinct 3
Address: 16635 Clay Road, Houston, TX 77084
Contact Name: Gail Abbott **Phone:** 281-463-6300
Wage: 7.25 **Start Date:** 6/9 **End Date:** 9/31/09 **Orientation Place/Date/Time:** to be determined

Location Name: Harris County Precinct 3 - Building Maintenance

Physical Address: 15330 Huffmeister Road, Cypress, TX. 77429

Worksite Contact: Leonard H. Coursey, Jr.

Position Seasonal/Temporary - Laborer

Supervisor Name: Leonard H. Coursey **Ph:** 281-373-0224 **Cell:** 832-473-8158

of Youth 1 **Age:** 18-24 **Check those that apply:** **Indoor** ☐ **Outdoor** ☒ **PC's** ☐ **Web Access** ☐

Days/Hours: Wednesday-Friday **Authorized # of Hours Weekly:** 5:30 A.M.-3:00P.M. 27

Uniform: YXX **N** ☐ **If Yes, describe uniform required:** work boots, jeans and shirt

Supplies: YXX **N** ☐ **If Yes, describe supplies required** may want to bring a lunch

Job Summary: Assist with construction, repair maintenance of Precinct 3 facilities. Must be willing to learn and follow directions.

Position : _____

Supervisor Name: _____ **Ph:** _____ **Cell:** _____

of Youth ___ **Age:** ___ **Check those that apply: Indoor** ___ **Outdoor:** ___ **PC's** ___ **Web Access** ___

Days/Hours: _____ **Authorized # of Hours Weekly:** _____

Uniform: Y ___ N ___ **If Yes, describe uniform required:** _____

Supplies: Y ___ N ___ **If Yes, describe supplies required** _____

Job Summary: _____

Position : _____

Supervisor Name: _____ **Ph:** _____ **Cell:** _____

of Youth ____ **Age:** ____ **Check those that apply: Indoor** ____ **Outdoor:** ____ **PC's** ____ **Web Access** ____

Days/Hours: _____ **Authorized # of Hours Weekly:** _____

Uniform: Y__ N__ If Yes, describe uniform required: _____

Supplies: Y__ N__ If Yes, describe supplies required _____

Job Summary: _____



Employment & Training Centers, Inc.

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Basic Information

Position Title: Seasonal/Temporary – Building Maintenance
Program: Youth summer jobs
Reports To: Leonard H. Coursey, Jr.
Location: Cypress Service Center
Duration: ☐ Regular ☒ Seasonal/Temporary
FLSA Status: ☐ Exempt ☒ Non-Exempt

Qualifications

- Perform various manual tasks necessary in building maintenance and repair and additional duties as assigned by supervisor.
- Communication skills in English sufficient to read work requests and directions.
- Must be able to lift 75 pounds.

Responsibilities

- Assist with construction, repair and maintenance of Precinct 3 facilities.
- Knowledge in interior work helpful; laying carpet, painting and other related work.
- Knowledge in exterior work helpful; roofing masonry, painting, cement work and other related work.
- Use of a variety of construction tools a plus.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Wear jeans, khaki colored short sleeve shirt and work boots.
- Must have a desire to learn.
- Must be able to understand and follow, written and oral instructions.

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Division/Dept. Commissioner Precinct 3
Address: 16635 Clay Road, Houston, TX 77084
Contact Name: Gail Abbott Phone: 281-463-6300
Wage: 7.25 Start Date 6/9 End Date: 9/31/09 Orientation Place/Date/Time: to be determined

Worksite Location Profile

Location Name: Harris County Precinct 3 - Hockley Mechanic Shop
Physical Address: 28511 Old Washington Road, Hockley, TX 77493
Worksite Contact: Mike Maywald
Position Seasonal/Temporary - Fleet Services Hockley
Supervisor Name: Mike Maywald Ph: 936-931-3618 Cell: _____
of Youth 1 Age: 18/2 Check those that apply: Indoor Outdoor XX PC's Web Access
Days/Hours: Monday-Thursday Authorized # of Hours Weekly: 7:30 A.M.-4:00 P.M. - 32 hrs/week
Uniform: Y XX N If Yes, describe uniform required: work boots, jeans and shirt
Supplies: Y XX N If Yes, describe supplies required may want to bring a lunch
Job Summary: Perform repairs and maintenance on County vehicles and equipment, gas and diesel, tractors, mowers, compressors, small engines, etc. Must be able to follow oral and written instructions.

Position : _____
Supervisor Name: _____ Ph: _____ Cell: _____
of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access
Days/Hours: _____ Authorized # of Hours Weekly: _____
Uniform: Y N If Yes, describe uniform required: _____
Supplies: Y N If Yes, describe supplies required _____
Job Summary: _____

Position : _____
Supervisor Name: _____ Ph: _____ Cell: _____
of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access
Days/Hours: _____ Authorized # of Hours Weekly: _____
Uniform: Y N If Yes, describe uniform required: _____
Supplies: Y N If Yes, describe supplies required _____
Job Summary: _____



Employment & Training Centers, Inc.

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Basic Information

Position Title: Seasonal/Temporary – Fleet Services **Program:** Youth summer jobs
Reports To: Mike Maywald **Location:** Hockley Service Center
Duration: ☐ Regular ☒ Seasonal/Temporary **FLSA Status:** ☐ Exempt ☒ Non-Exempt

Qualifications

- Perform various manual tasks necessary in maintenance, other related work and additional duties as assigned by supervisor.
- Communication skills in English sufficient to read signs, work requests, key maps and other materials, and report action taken.
- Must be able to lift 50 pounds.

Responsibilities

- Perform repairs and maintenance on County vehicles and equipment, gas and diesel, tractors, mowers, compressors, small engines, etc.
- Resolve questions and problems professionally.
- Maintain a courteous and helpful behavior at all times.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Wear jeans, khaki colored short sleeve shirt and work boots.
- Must have a desire to learn.
- Must be able to understand and follow, written and oral instructions.

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Division/Dept. Commissioner Precinct 3

Address: 16635 Clay Road, Houston, TX 77084

Contact Name: Gail Abbott Phone: 281-463-6300

Wage: 7.25 Start Date: 6/9 End Date: 9/31/09 Orientation Place/Date/Time: to be determined

Worksite Location Profile

Location Name: Harris County Precinct 3 - Bear Creek Pioneers Park

Physical Address: 3535 War Memorial, Houston, TX 77084

Worksite Contact: Stephen DuBois

Position Seasonal/Temporary - Park Caretaker

Supervisor Name: Stephen DuBois Ph: 281-531-1592 Cell: 713-459-3981

of Youth 7 Age: 18-24 Check those that apply: Indoor Outdoor xx PC's Web Access

Days/Hours: Tues-Friday Authorized # of Hours Weekly: 6:00 A.M.-2:30 P.M. - 32 hrs./week

Uniform: Y xx N If Yes, describe uniform required: work boots, jeans and shirt

Supplies: Y xx N If Yes, describe supplies required may want to bring a lunch

Job Summary: to assist with landscaping activities; planting, digging,
weed removal and may have to use small equipment.

Position :

Supervisor Name: Ph: Cell:

of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access

Days/Hours: Authorized # of Hours Weekly:

Uniform: Y N If Yes, describe uniform required:

Supplies: Y N If Yes, describe supplies required

Job Summary:

Position :

Supervisor Name: Ph: Cell:

of Youth Age: Check those that apply: Indoor Outdoor: PC's Web Access

Days/Hours: Authorized # of Hours Weekly:

Uniform: Y N If Yes, describe uniform required:

Supplies: Y N If Yes, describe supplies required

Job Summary:



Employment & Training Centers, Inc.

*We succeed when **you** do!*

Basic Information

Position Title: Seasonal/Temporary Park Caretaker **Program:** Youth summer jobs
Reports To: Stephen DuBois **Location:** Bear Creek Park
Duration: ☐ Regular ☒ Seasonal/Temporary **FLSA Status:** ☐ Exempt ☒ Non-Exempt

Qualifications

- Help perform various landscaping activities at various Precinct 3 parks and other facilities.
- Must be able to lift 50 pounds.

Responsibilities

- Assist with planting, digging and weed removal.
- Help to maintain grounds.
- May be required to use small equipment.

Performance Expectations

- Must be able to pass background check.
- Contingent on passing drug test.
- Attendance and punctuality is essential.
- Wear jeans, khaki colored short sleeve shirt and work boots.
- Must have a desire to learn.
- Must be able to follow directions.